

**SEWER SERVICE CHARGE ADJUSTMENT
FOR WATER USED TO ESTABLISH NEW LAWNS
APPLICATION PROCEDURES**

1. The owner shall submit a written request for a sewer service charge adjustment to the Department of Environmental Services. The request shall be submitted when the lawn has been established completely. Please include the following information in your written request to expedite the adjustment process:
 - a. Name on Board of Water Supply bill
 - b. Property address
 - c. Daytime contact telephone number(s)
 - d. Board of Water Supply account number
 - e. Time period (start to finish) to establish lawn
 - f. **Copies of contracts, invoices or receipts that show the work was done**
2. The sewer service charge adjustment will be based on the average water consumption for three billing periods either before or after the time period to establish the lawn.
3. Please mail the written request to:

Department of Environmental Services
Office of Administrative Support
1000 Uluohia Street, Suite 308
Kapolei, Hawaii 96707
Attn: Beverly Miyamoto

Requests may also be faxed to (808) 527-6061.

If there are any questions, please call the Wastewater Customer Service Section at 523-4408 (Mondays through Fridays except holidays, 7:45 a.m. to 4:15 p.m.).